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BANNER AND WEB SELF SERVICE ONLINE BUDGET TRANSFER USER GUIDE FOR APPROVALS

Prepared by: FISCAL SERVICES DEPARTMENT

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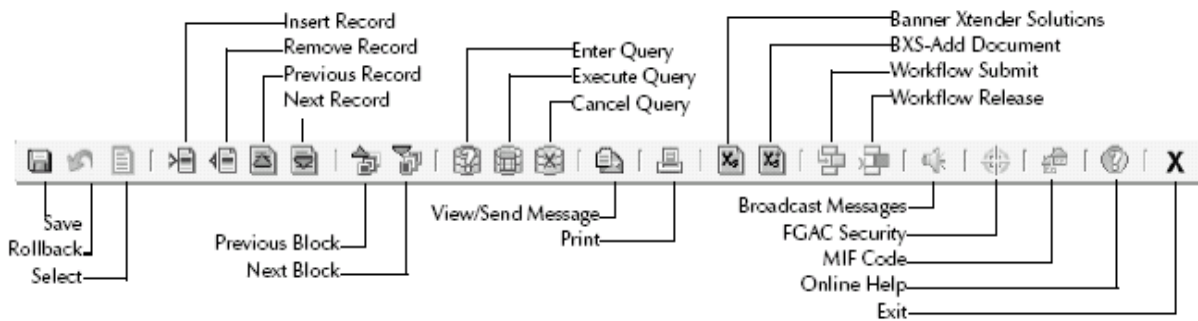# BANNER/WEB SELF SERVICE ONLINE BUDGET TRANSFER USER GUIDE FOR APPROVALS

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PART 1   Navigation / Sign On

A.   Navigation Icons

Banner Tool Bar Icons

Each icon represents an action that can be processed by clicking the icon, as identified above. Icons are only available for use when the graphic appears in color. If an icon appears in a gray tone, that icon cannot be used within that particular Banner form.

Banner Shortcut Keys

KEY	FUNCTION	KEY	FUNCTION
CTRL F1	Show Keys	CTRL PAGEUP	Previous Block
F1	Help	SHIFT DOWN	Next Record
F6	Insert Record	SHIFT UP	Previous Record
F7	Enter Query	TAB	Next Field
F8	Execute Query	SHIFT TAB	Previous Field
F9	List of Values	SHIFT F1	Display Error
F10	Commit or Save	SHIFT F7	Rollback
CTRL Q	Exit	SHIFT F6	Delete Record
CTRL PAGEDOWN	Next Block	HOME/END	Start/End of Line

B. Sign On Steps

1. Access Banner through the Banner home icon or through the web http://banner.mtsac.edu. If you are unable to access Banner, contact the Helpdesk at Ext. 4357.

2. Log into Banner – Type in your User Name and Password, then click **Connect**.
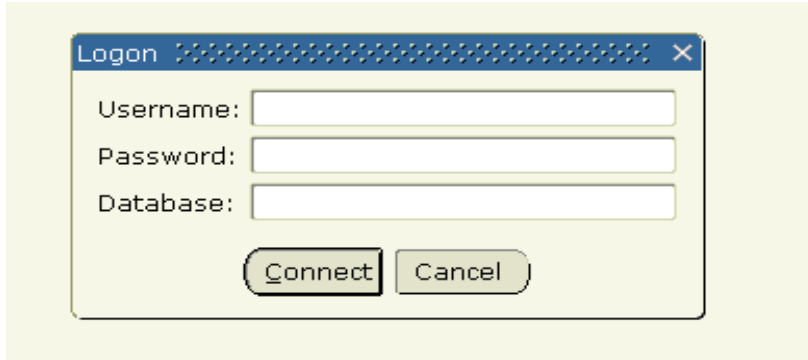
3. The General Menu screen appears [**GUAGMNU**]
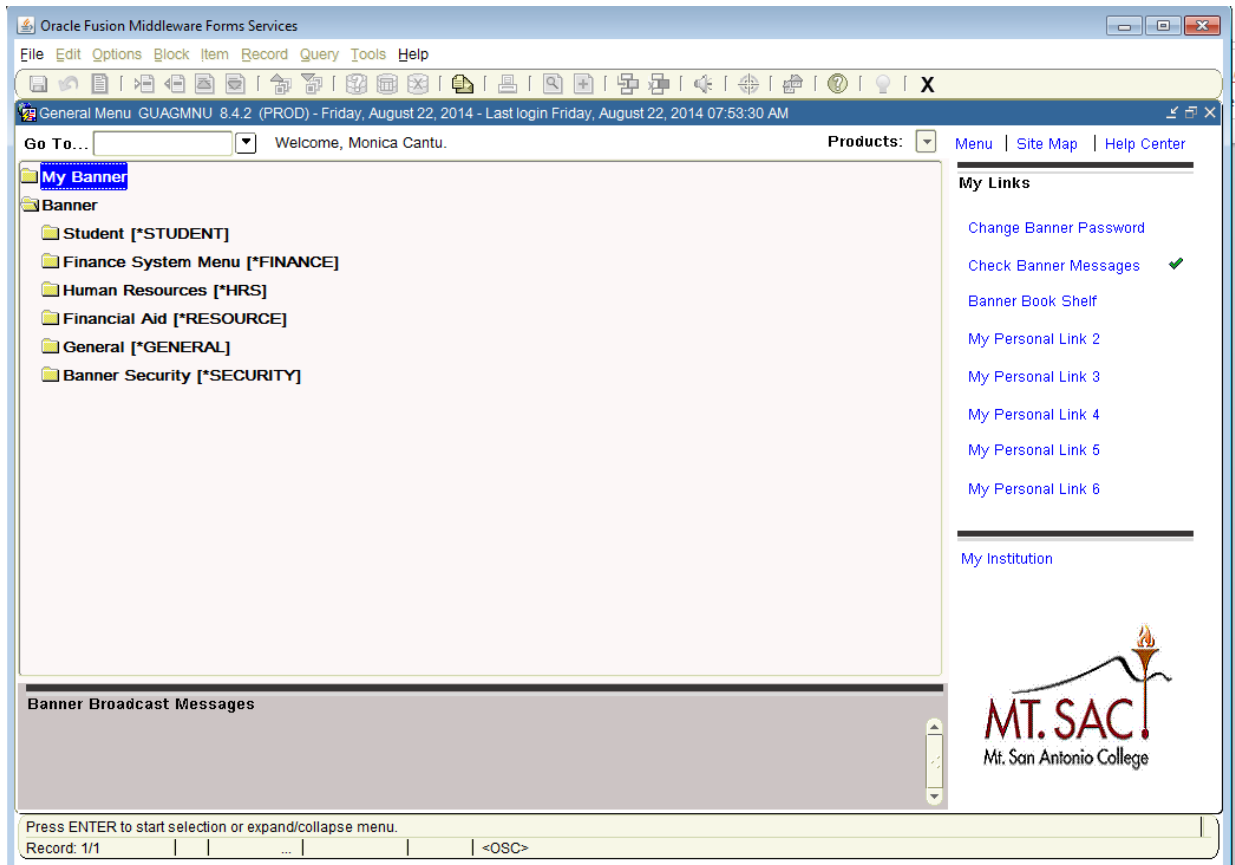
C. Accessing Finance Approvals Forms

There are two ways to get to the Approval screens:

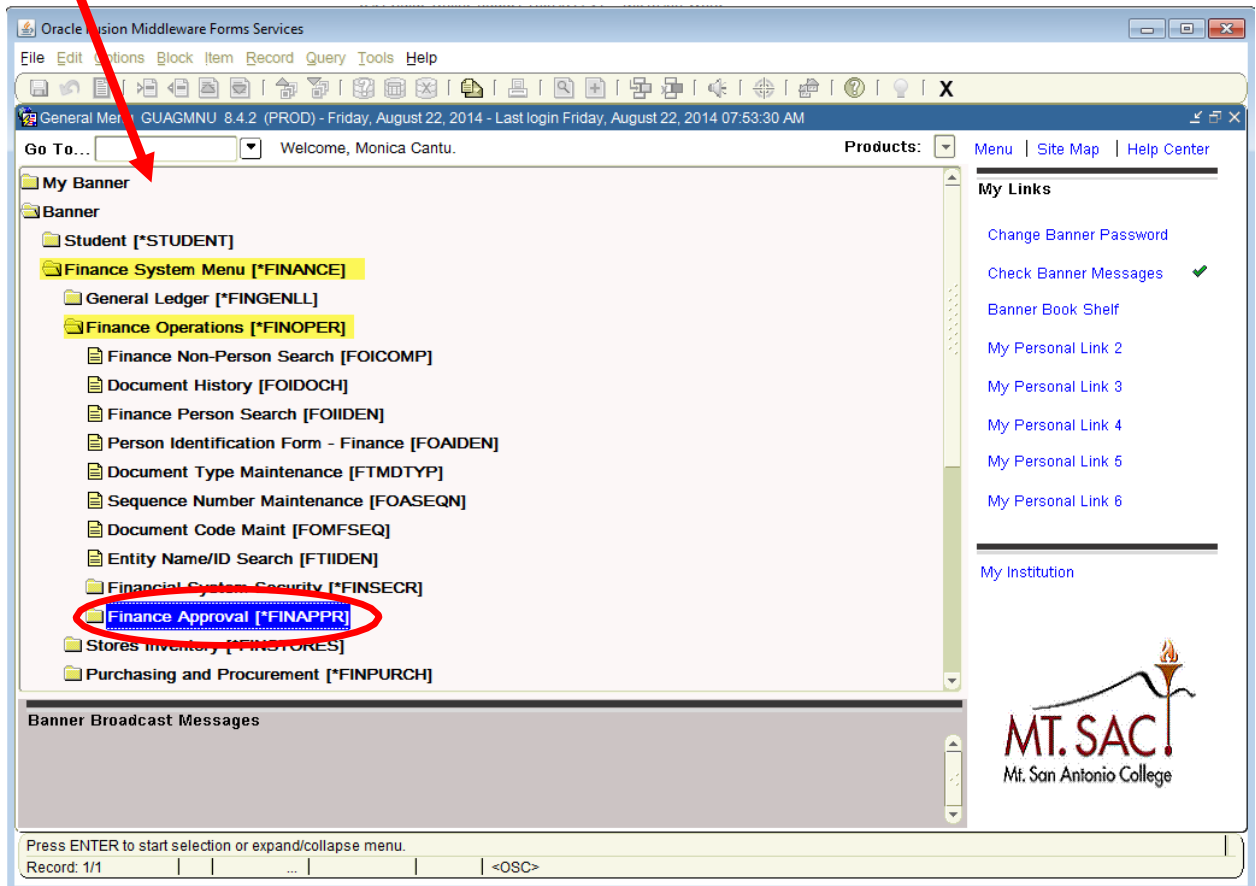1. Use the *Go To* field and type in the **form name**

   OR

2. Double click the **Banner Financial [*Finance]** folder to expand the directory:

   a. Double click **Finance Operations [*FINOPER]**; and

   b. Double click **Finance Approval [*FINAPPR]**; and

   c. Double click on the Approval form that you want to use.

Under *FINAPPR, there are five (5) major approver forms to use to query and perform approvals.

| APPROVAL FORMS [*FINAPPR]		
Activity Name	**Form Title**	**Purpose**
FOAUAPP	**User Approval**	Primary form for approving or disapproving documents, which lists all documents awaiting approval. Also can view a document's detail, or view the approval queue for a document.
FOAAINP	**Document Approval**	Secondary approver form, which can only be used when the document number is known. Lists who is still in the queue to approve a document.
FOIAINP	**Approvals Notification**	Notifies you of the types and quantities of documents awaiting your approval when you first log onto Banner.
FOIAPPH	**Document Approval History**	Provides the approval history of a document - whether approved or denied
FOIAPHT	**Approval History**	Displays the entire list of ALL documents that have been approved.

PART 2 Approvals – BASIC STEPS

A. Determining if Documents Await Your Approval - FOIAINP

To ensure that documents are not held up in the Approvals process, it is important that all Approvers review documents awaiting approval in a regular and timely manner.

When you first log onto Banner, the **Approvals Notification Form (FOIAINP)** will display automatically if there are unapproved documents awaiting your approval.
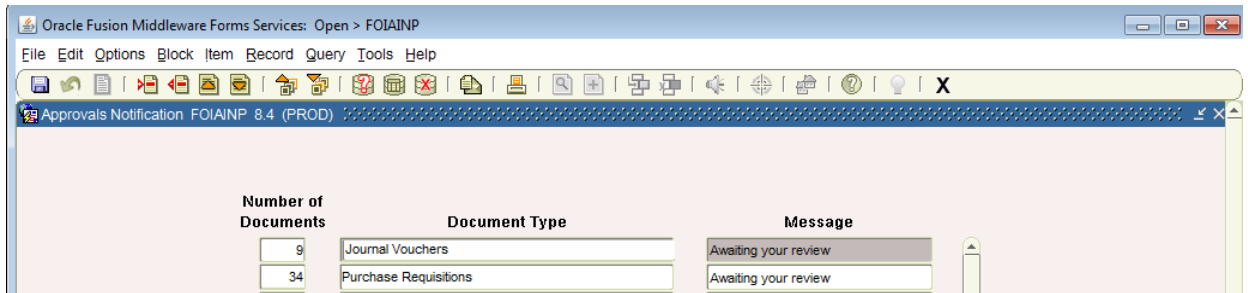
1. If you want to check the status at any other time, from the General Menu Screen, type **FOIAINP** in the **Go To** field.

2. The FOIAINP form displays three (3) columns:

    •   Number of Documents – how many of each type are waiting

    •   Document Type – Requisition or Journal Voucher

    •   Message – "*Awaiting Your Review*"

3. To go directly to the Approver form, click the **Options** pull-down menu, then click **User Approval [FOAUAPP]**.

4. To exit and return to other tasks, click **Exit**.
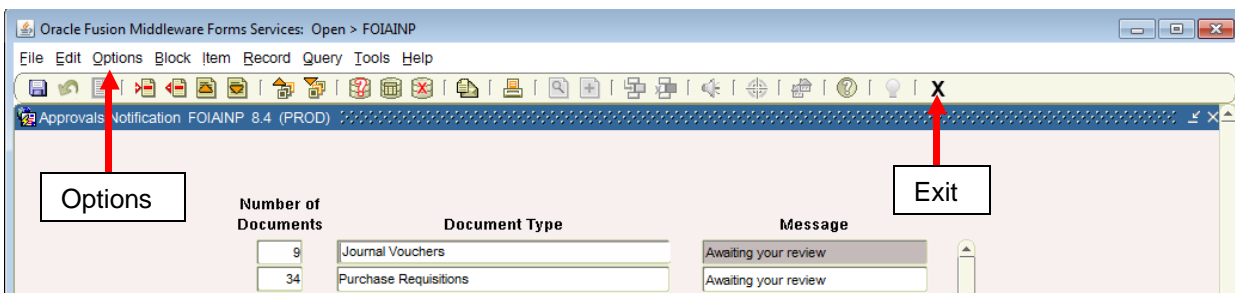
B. Approval Queues

After a budget transfer has been completed and a document number has been assigned, the transfer will need to be approved by all individuals that are set up in the approval queues.

The final departmental approver in the online budget transfers approval queue is the President, appropriate Vice-President, or Designee (in the Vice President's absence).

Online budget transfers equal to or more than $5,000 will route for approval to the President, appropriate Vice-President, or Designee (in the Vice President's absence).

After the final approver, the online budget transfers will route to Fiscal Services for approval.

See examples below.

> **NOTE:** If an online budget transfer is disapproved at any approval level, the document **cannot** be retrieved for changes in Web Self Service. Users should immediately notify Fiscal Services via email at budgetrevisions@mtsac.edu when a document has been disapproved. The Fiscal Services department will delete any disapproved transfers. This must be done prior to processing the online budget transfer again in Banner Web Self Service.

Example of Budget Transfer Approval Queue under $5,000

View Document

Document Identification

Document Number	J0019406	Type	Journal Vouchers
Originator:	YSHANE	Yvette Shane	

Approvals required

Queue	Description	Level	Approvers	
B053	HUMANITIES AND SOC SCIENCES	1		Departmental Approval Queue
			BTUTRN03	
B053	HUMANITIES AND SOC SCIENCES	2		
			BTATRN03	
BUDG	BUDGET REVIEW	2		Fiscal Services Queue
			Monica Cantu	
			Richard Lee	
			Rosa Royce	

Example of Budget Transfer Approval Queue equal to or more than $5,000

View Document

Document Identification

Document Number	J0019403	Type	Journal Vouchers
Originator:	YSHANE	Yvette Shane	

Approvals required

Queue	Description	Level	Approvers	
B131	FISCAL SERVICES	2		Departmental Approval Queue
			Michael Gregoryk	

Approvals recorded

Queue	Level	Date	User	
BUDG	2	Aug 28, 2014	Monica Cantu	Fiscal Services Approval Queue
B131	1	Aug 28, 2014	Rosa Royce	
BUDG	1	Aug 28, 2014	Yvette Shane	

C. Approval Process - FOAUAPP

The **User Approval Form [FOAUAPP]** is the form used for the actual approval of documents.   This form enables you to approve or disapprove a document, view a document's detail, and view all the queues or levels of approval needed for the document.

1.   From the General Menu Screen, type **FOAUAPP** in the **Go To** field.

2.   **User ID**: defaults to your name

> **TIP:** If you remove your ID from the **User ID** field, all unapproved documents will be displayed. Even if you are not an Approver, you can perform any of the functions except for **Approval** or **Disapproval**.

3.   **Document**: If you are looking for a specific journal voucher, type the journal number, JXXXXXXX, in this field. You may also search for all journal vouchers pending approval by typing J% in the document field. Select, **[Next Block]**.

4. **Next Approver:** Defaults as checked (√). This means that you will see only those documents for which you are the next approver in the approval process.

> **NOTE**: If the Next Approver (√) is unchecked, you will see all documents needing your approval even if the lower level approvals have not been done. Do not approve that document unless you intentionally want to override a lower level approval.

5. To see ALL documents awaiting your approval, leave **Next Approver** box checked (√) and click **Next Block**.

> **NOTE:** Documents will display only if your approval is required. If not, then nothing will display.
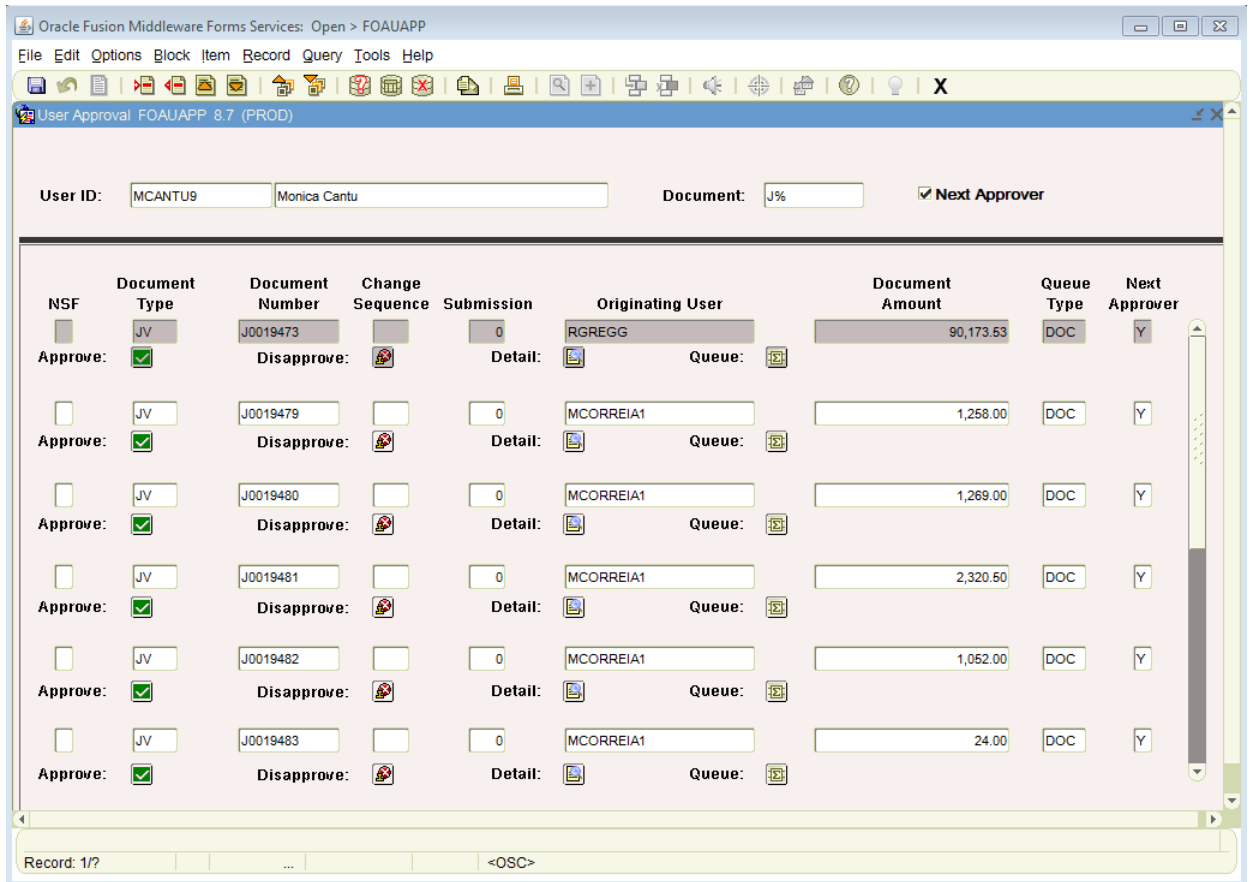
Informational Fields

The fields in the Approve / Disapprove screen display the following information:

NSF A blank box indicates sufficient funds are available.

> **WARNING**: Budget transfers using accounts that have insufficient funds will not be allowed in Banner Web Self Service. A user will receive error message, "Insufficient budget for sequence X, suspending transaction."

Document Type	REQ – Requisition JV – Journal Voucher (Budget Transfers)
Document Number	Requisitions = RXXXXXXX Journal Vouchers = JXXXXXXX
Change Sequence	The numbers displayed here indicates the Change Order number for the listed Purchase Order.

Submission   Displays how many times this document has been submitted for approvals.

Originating   The User who last completed the document.
User

Document   The total dollar amount that will be committed when the
Amount   approval process is complete.

Queue Type   Defines the document type, DOC.

Next Approver   Defaults to **"Y"** which indicates that you are the next approver in the process.

> **WARNING**: If the Next Approver block is unchecked, you are not the next approver. DO NOT APPROVE the document unless you intend to supersede the established approval queue.

Approving a Budget Transfer in Banner

1. Use the vertical scroll bar to scroll through the list of documents that need to be approved and select a journal voucher for review.

2. Click the **Detail** icon to display the accounting information. This takes you to the **Journal Voucher Approval** screen **[FOQJVCD].** Review the journal voucher for accuracy.

3. To view the document text (reason for the transfer), go to the **Options** pull-down menu and click on **Text Information [FOATEXT]**.

- Click **Exit** to return to **Journal Voucher Approval [FOQJVCD].**
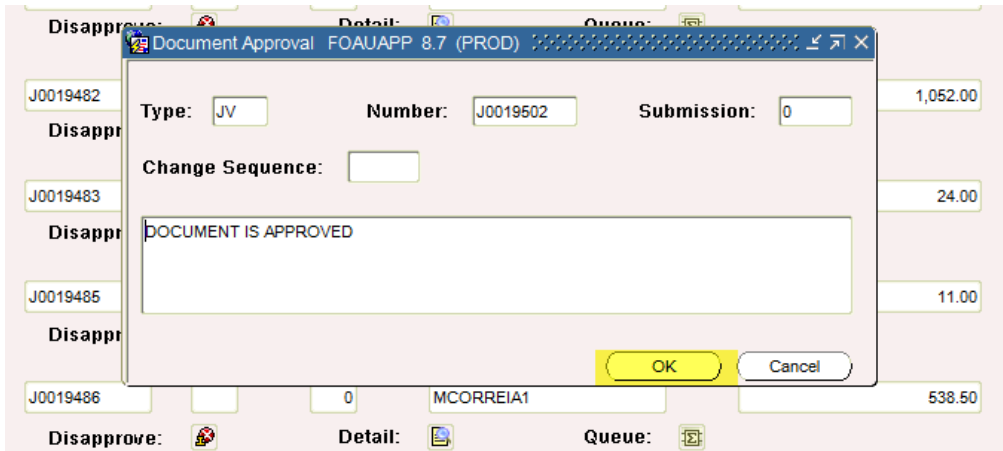
4. Click **Exit** to return to your list of documents to be approved in **User Approval [FOAUAPP]**.

5. Click the **Approve** icon.
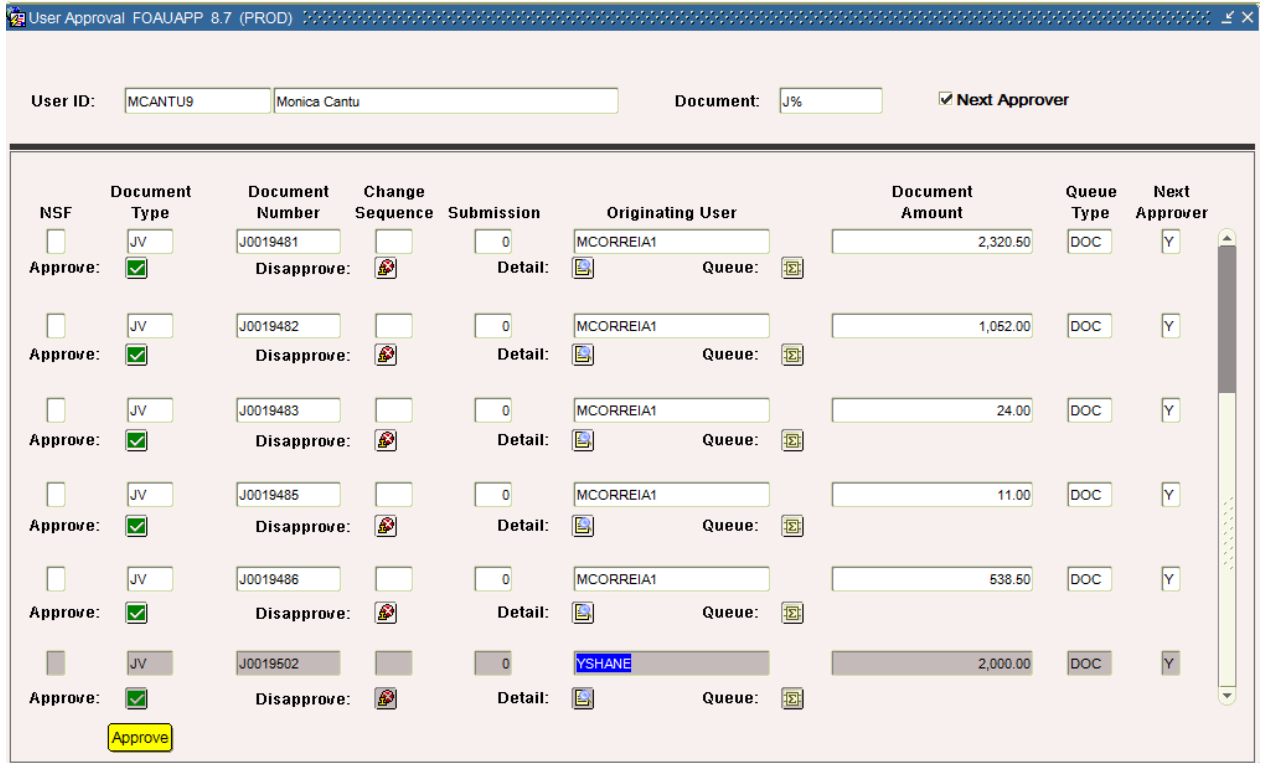
6. A pop-up window will appear with the message, "*Document is approved.*" Click **OK**.

7. The document then moves out of the Approval form **[FOAUAPP]** – it disappears from your screen.

8. Select another journal voucher and repeat the process, or prepare to **Exit**.

9. Before exiting, you should always refresh your approval document list to bring into FOAUAPP any new documents that need your approval.
    - To refresh, click the **Rollback** icon, then **[Next Block]**.

10. To exit, click **Exit**.

> **NOTE:** Clicking the Queue icon, takes you to the Document Approval form [FOAAINP].

Approving a Budget Transfer in Web Self Services

1. Sign on to your MT. SAC portal (https://myportal.mtsac.edu).

2. Select the **Employee** tab**.**

3. Depending on your portal set up, you may access documents pending approval through **Approval Alerts** or through **Employee Self Service**.

    a. Select the **Next Approver** link from the **Approver Alerts**.
    b. Select the **Employee Services** link from the **Employee Self Service**.
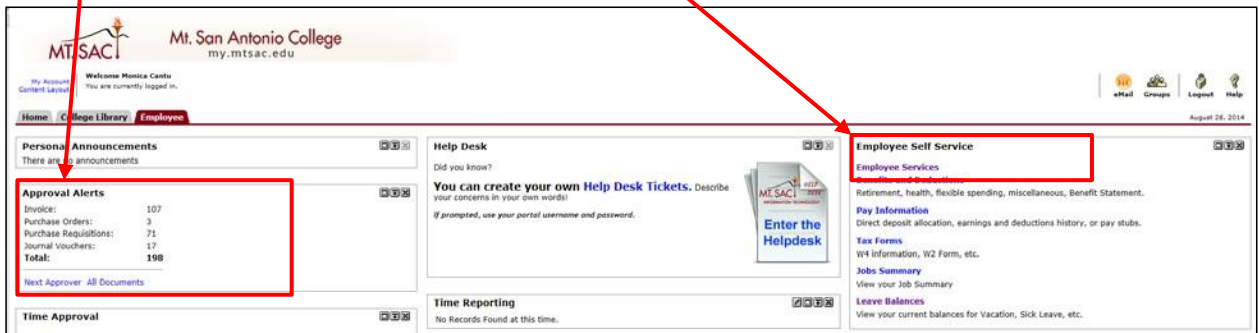
NOTE: If option (a) Approver Alerts is selected, proceed to Step 6. If option (b) Employee Services is selected, proceed to Step 4.
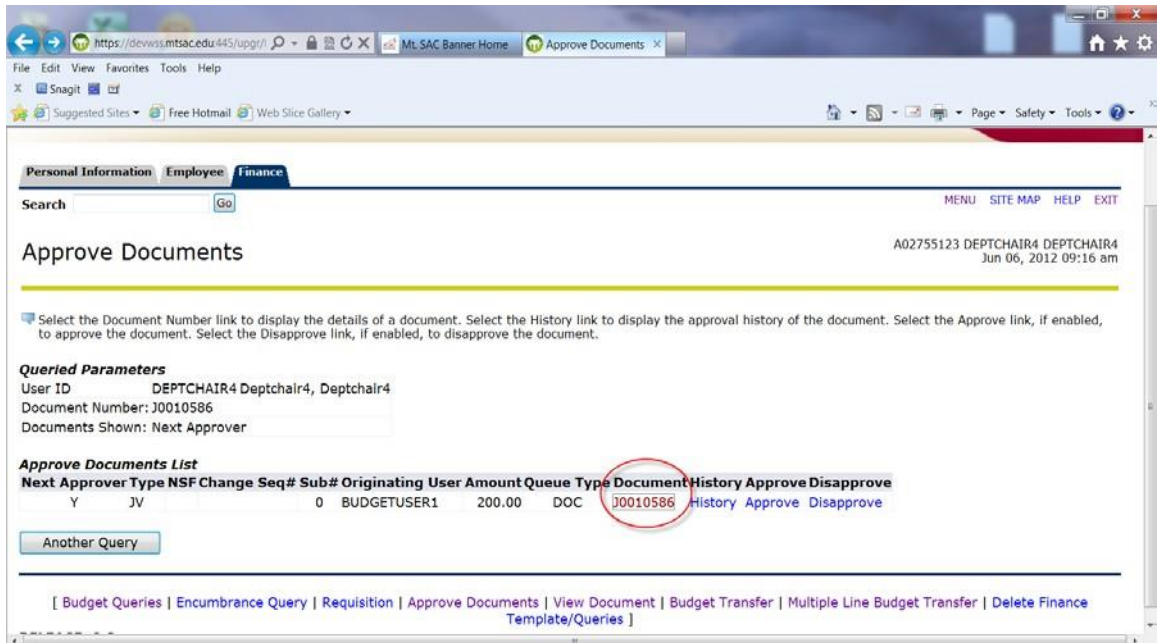
4. Select the **Finance** tab from the menu; select the **Approve Documents** link to display approval parameters.

5. **Document Number**: If you are looking for a specific journal voucher, enter the Journal Number, JXXXXXXX, in this field. You may also search for all journal vouchers pending approval by selecting one of the two available options. Select, **[Submit Query]**.

6. Select the **Document Number** (journal voucher) link to display the details of a document.

- To view the approval history for a document, select the **History** link.

7. Review the journal voucher for accuracy. To approve the budget transfer, select the **Approve** link. To disapprove the budget transfer, select the **Disapprove** link.

8. Click **Approve Document** or **Disapprove Document**.

9. The system will display a confirmation noting the document has been approved or disapproved. Click **Continue.**

10. Select another journal voucher and repeat the process, or prepare to **Exit**.

NOTE: If an online budget transfer is disapproved at any approval level, the document **cannot** be retrieved for changes in Web Self Service. Users should immediately notify Fiscal Services when a document has been disapproved. The Fiscal Services department will need to delete any disapproved transfers. This should be done prior to processing the budget transfer again in Web Self Service.

Disapproving a Budget Transfer

1. Select the **Disapprove** link.

Type	NSF	Change	Seq#	Sub#	Originating User	Amount	Queue Type	Document	History	Approve	Disapprove
JV				0	RGREGG	379,002.90	DOC	J0019378	History	Approve	Disapprove
JV				0	GHERNANDEZ2	787.78	DOC	J0019393	History	Approve	Disapprove
JV				0	GHERNANDEZ2	2,012,306.18	DOC	J0019394	History	Approve	Disapprove
JV				0	GHERNANDEZ2	395,371.90	DOC	J0019395	History	Approve	Disapprove
JV				0	GHERNANDEZ2	12,896.40	DOC	J0019396	History	Approve	Disapprove
JV				0	GHERNANDEZ2	67,489.23	DOC	J0019397	History	Approve	Disapprove
JV				0	GHERNANDEZ2	1,594.00	DOC	J0019398	History	Approve	Disapprove
JV				0	BROSE5	40.00	DOC	J0019399	History	Approve	Disapprove
JV				0	BROSE5	12,240.00	DOC	J0019400	History	Approve	Disapprove
JV				0	YSHANE	10,000.00	DOC	J0019403	History	Approve	Disapprove
JV				0	YSHANE	100.00	DOC	J0019404	History	Approve	Disapprove
JV				0	YSHANE	100.00	DOC	J0019405	History	Approve	Disapprove
JV				0	YSHANE	8,000.00	DOC	J0019406	History	Approve	Disapprove
JV				0	YSHANE	1,000.00	DOC	J0019407	History	Approve	Disapprove

2. The message, "*Document is disapproved*" will be displayed and will be sent to the originating Requestor. <u>Always add a specific reason for disapproval and detailed directions for corrections.</u>

Disapprove Document

Document Information

Document Number: J0019406 Type: JV
Change Seq#   Sub# 0
Amount: 8,000.00

Comment:

> Approval has been denied. Incorrect account number has been used. Please update to Equipment IT rather than Equipment (general).

[Disapprove Document] [Cancel]

RELEASE: 8.4
© 2014 Ellucian Company L.P. and its affiliates.

3. When message is complete, click **Disapprove Document**.

4. The journal voucher moves out of the Approval form **[FOUAPPP].**

5. When ready to exit, click **[Exit]**.

NOTE: If an online budget transfer is disapproved at any approval level, the document **cannot** be retrieved for changes in Web Self Service. Users should immediately notify Fiscal Services when a document has been disapproved. The Fiscal Services department will delete any disapproved transfers. This must be done prior to processing the online budget transfer again in Web Self Service.

PART 3   References

FOAPAL CODE DESCRIPTIONS

CODE	DESCRIPTION
Fund	The Fund code specifies the funding source where the money comes from. Funds are either unrestricted or restricted (e.g. grant funds, bond funds).
Organization	The Organization code identifies the department or location responsible for the financial activity.
Account	The Account code identifies the spending or revenue categories such as Office Supplies or Services. There are 8 major categories: 1000 Academic salaries 2000 Classified salaries 3000 Employee benefits 4000 Supplies and materials 5000 Other operating expenses and services 6000 Capital outlay 7000 Other outgo 8000 Revenue
Program	The Program code reflects the purpose of the expenditures. All activities are classified as either instructional or administrative and support. • For Instructional Programs, Program codes follow the Taxonomy of Programs (TOP) manual from the Chancellor's Office. • For administration and support, Program codes follow the Budgeting and Accounting Manual from the Chancellor's Office.
Activity	The activity code is used to determine instructional and non-instructional salary and benefit expenditures. The activity code must be included when transferring To/From salary and benefit accounts.
Location	This code is used to specify the assigned physical location of an asset. This code is not used for requisitions, purchase orders, or budget transfers.

BANNER FINANCE SUPPORT

Support for Banner Finance modules (Budget Transfers and Approvals) is divided among the IT and Fiscal Services Departments.

ISSUE	DEPARTMENT	CONTACT
Accessing Banner		
Personal passwords	IT Help Desk	Ext. 4357
User ID		
Budget questions		
Access to Banner Finance forms	Fiscal Services– Marisa Ziegenhohn	Ext. 6445
Creating an Online Budget Transfer		
Approvals	Fiscal Services-Melanie Lazo Fiscal Services-Yvette Shane	Ext. 5388 Ext. 5539
Sending Back-up Documentation	budgetrevisions@mtsac.edu	
Deleting Disapproved Online Budget Transfers		